

# Viota & Associates CPA LLC

(787) 296-9060 | mforzeza@viotacpa.com

Bill To:

**OFFICE OF THE FPM, LLC**  
1225 AVENIDA JUAN PONCE DE LEON  
SAN JUAN, PR 00907

Please pay by

08/29/2024

Invoice Total

**\$781.25**

For professional service rendered as follows:

Accounting Services - 6.25 hours @ \$125

Date	Staff	Activity	Hours	Units
08/02/24	Malave, Adianis	Accounting Services Invoices in Sage and Posted Payment from June and July, Bank Reconciliation June and July	2.25	
08/21/24	Malave, Adianis	Accounting Services Download Services Invoices and Travel Invoices to Dropbox, Review Services Invoices and Travel Invoices, calculated withholdings, invoices in Excel	1.50	
08/22/24	Forteza, Maria	Accounting Services ACH Vendors - July Services 1 of 2	1.00	
08/23/24	Forteza, Maria	Accounting Services Vendor ACH payments (2nd) July Services and ACH travel expenses - June 2024. Professional Services withholding deposit	1.00	
08/27/24	Malave, Adianis	Accounting Services Invoices in Sage from July	0.50	

Total Amount **781.25**

Invoice Total **\$781.25**

Additional information

Invoices are due upon receipt. Your prompt payment is appreciated.

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Please pay by	08/29/2024
Invoice Total	<b>\$1,000.00</b>

For professional service rendered as follows:

Service	Amount
Preparation of the PR Incentive Tax Return for Exempt Businesses for the year ended 2024	1,000.00

Invoice Total	<b>\$1,000.00</b>
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Additional information

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